

**Initial Project Assessment  
for Redevelopment Fund Pre-Agreement Cost Approval**

**Applicant local government:** \_\_\_\_\_

**Potential beneficiary (company):** \_\_\_\_\_

Thank you for your interest in the Redevelopment Fund of the Georgia Department of Community Affairs. This document, an **Initial Project Assessment** (IPA), contains several questions regarding your proposed project. Your answers to these questions will help us determine whether your project is eligible for Redevelopment Fund funding and whether DCA may issue a pre-agreement cost approval letter to authorize interim financing and the commencement of project activities. A DCA employee will be available to assist you in answering these questions.

**Please be advised that your completion of this IPA does not constitute submission of a Redevelopment Fund application and is not a commitment to fund or a notification of grant award, or notification that any proposed activities are eligible for Redevelopment Fund financing or pre-agreement cost approval.** Simply, DCA needs certain information about your project before it can issue a pre-agreement cost approval. Upon receipt of a completed IPA form that is signed by the chief elected official of the potential local government applicant, DCA will issue either a pre-agreement cost approval for all eligible projects or a notice of explanation for ineligible projects.

As you know, each Redevelopment Fund application must stand on its own merit and obtain sufficient points under the formal review process to be funded. Since the competitiveness of your project is unknown at this time, any group that secures financing and moves ahead with any portion of the project should do so under the full realization that Redevelopment Fund funding is not guaranteed until a grant award and contract has been executed by DCA.

*Certification:*

I, the undersigned authorized representative of the applicant, certify that to the best of my knowledge and belief, the information contained in this IPA form is true and correct. **I understand that funding under the Redevelopment Fund program is contingent in part upon compliance with the National Environmental Policy Act (NEPA), among other laws and regulations, and that failure to comply with NEPA will result in ineligibility for funding under the Redevelopment Fund.**

**Furthermore, I hereby request pre-agreement cost approval from DCA for this project.**

\_\_\_\_\_  
Signature of Authorized Local Government Representative

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Name and Title of Authorized Representative

# **Redevelopment Fund Initial Project Assessment**

Office of Economic Development  
Georgia Department of Community Affairs

## Basic Questions Regarding Your Economic Development Project

### **1. Project Description**

Describe your project, including both the private and public portions. Provide sufficient detail for a clear understanding of the entire project, including the interested parties and a general description of the beneficiary business. Please indicate the following: a) the proposed applicant local government; b) the name of the business (if any) that will receive the benefits of the Redevelopment Fund funding and a description of that business; c) sub-recipients (such as a development authority), if any; d) what activities the Redevelopment Fund proceeds will be used for; e) the amount of financing needed to implement the Redevelopment Fund activity; f) where the project will take place; g) when the project will be implemented; h) how the Redevelopment Fund financing will be packaged and administered; and i) any preliminary engineering or architectural plans that have been or will be initiated for the project.

### **2. Sources and Uses**

Indicate the amount of Redevelopment Fund financing requested and show how the proposed sources and uses will be allocated for all private and public project funds. First, show the sources and the related dollar amounts. Then show the purpose(s) for which the funds will be used, and in what amounts. Be sure to identify the amount of debt and equity the owner(s) or developer(s) will be putting into the project.

A sample source and use statement is attached.

### **3. Project Structure**

Describe the principal parties in your project and how funds will flow to the various parts of your project. For example, where applicable, describe:

- Who will be the principal developer or project manager?
- Who will be the developer's contractor? leasing agency?
- Who will provide the equity?
- Who will provide the permanent financing?
- Who will own, maintain and operate the assets or infrastructure upon completion?

### **4. Timetable and Stages**

Indicate your estimated project *timetable*, and at what *stage(s)* you will need Redevelopment Fund financing. Also indicate the current status of the project.

**Please indicate specifically what steps in the environmental review process, if any, have been taken to comply with the National Environmental Policy Act (NEPA) and other applicable environmental laws and regulations.**

***Project activities or private investment should not occur before DCA has approved the 'Request for Release of Funds and Certifications' regarding environmental review compliance. Failure to comply with applicable environmental regulations (NEPA) may result in ineligibility for Redevelopment Fund funding.***

### **5. Public Benefit Standards**

If your project is an eligible economic development activity, it must provide a certain level of *public benefit*. For example, if it is a job creation or retention activity, it must create or retain a proportionate number of jobs for the dollar amount of CDBG assistance. If the project serves low- and moderate-income people, for example through workforce training, the grant requested must result in a proportionate level of benefit to low- and moderate-income persons using the proposed services.

Therefore, indicate the following:

- The total amount of CDBG funds (e.g., Redevelopment Fund and any other CDBG-related funds, such as EIP RLF monies or CDBG loan guarantee/Section 108 funds) to be used in the project: \$\_\_\_\_\_;
- The total number of permanent full-time equivalent jobs to be created or retained or beneficiaries served as a result of the project: \_\_\_\_\_;
- The total number of low- and moderate-income persons hired, retained or served by the project: \_\_\_\_\_. (Must be a minimum of 51% of the total number of jobs created or retained or people to be served by the project.)

### **6. National Objective**

Please indicate which National Objective your proposed project will meet:

- \_\_\_ Elimination of slum or blight and/or
- \_\_\_ Benefit to low- and moderate-income persons

### **7. Questions for Proposed Redevelopment Loans:**

*If you are proposing direct assistance to a private, for-profit entity in the form of a loan, please respond to the following questions:*

#### **a. Payment Terms**

Please indicate the proposed repayment schedule or amortization period for the loan proceeds.

#### **b. Collateral**

The Redevelopment Fund program requires that each loan be collateralized. Describe the collateral for the proposed Redevelopment Fund loan, and, if applicable, the proposed collateral for other project debt. Examples of collateral might be:

- A first or second lien on real property;
- A lien on machinery or equipment; or
- The pledge of an income stream or other marketable assets.

**8. Question for Proposed Redevelopment Fund Infrastructure Projects:**

*If you are proposing to use Redevelopment Funds for public infrastructure that would benefit a private, for-profit entity, please respond to the following question regarding public ownership:*

Will the proposed infrastructure improvement to be financed with Redevelopment Funds be on public property? Please indicate if the project property is publicly held or whether a public easement or right-of way must be acquired.

**9. Whom May We Contact**

In order for DCA to contact you directly, please provide the following information for both the applicant local government and the grant-writing or administrative contacts:

- Name and title of contact person
- Street mailing address
- Phone number
- Fax number
- E-mail address

**Redevelopment Fund  
INITIAL PROJECT ASSESSMENT**

**SOURCES AND USES STATEMENT**

<b>USE OF FUNDS</b>	
<b>Use</b>	<b>Amount</b>
Land	\$
Building Const./Rehab.	\$
Machine & Equipment	\$
Furniture & Fixtures	\$
Leasehold improvements	\$
Working Capital	\$
Contingencies	\$
Public infrastructure	\$
Grant administration	\$
	\$
<b>TOTAL COSTS =</b>	<b>\$</b>

<b>SOURCES OF FUNDS</b>					
<b>Provider/ Lender</b>	<b>Term</b>	<b>Est Rate</b>	<b>Collateral</b>	<b>Amount</b>	<b>Annual Debt Svc.</b>
Total Sources =				\$	\$

USES = SOURCES



**Open Records Statute:**

Georgia Law requires that “All public records of an agency as defined in subsection (a) of this Code section, except those which by order of a court of this state or by law are prohibited or specifically exempted from being open to inspection by the general public, shall be open for a personal inspection by any citizen of this state at a reasonable time and place; and those in charge of such records shall not refuse this privilege to any citizen” (O.C.G.A. § 50-18-70(b)). This means that past and current records on the use of CDBG/EIP funds are required to be open for public inspection.

However, certain proprietary information which is required by DCA to be included in an economic development application and must be supplied by a business or developer in order to receive certification and which constitutes a “trade secret” (O.C.G.A. § 10-1-740 et seq.; 16-8-13(a)(4)) is exempt from disclosure under O.C.G.A. section 50-18-70.